

**HOME CARE FOR THE ELDERLY CONTRACT
2003-2004**

THIS CONTRACT is entered into between the Alliance for Aging, Inc., hereinafter referred to as the "Alliance", and the **Monroe County Board of Commissioners**, hereinafter referred to as the "recipient". This contract is subject to all provisions contained in the **MASTER AGREEMENT** executed between the Alliance and the recipient, Agreement No. PA329, and its successor, incorporated herein by reference.

The parties agree:

I. Recipient Agrees:

A. Services to be Provided:

To plan, develop, and accomplish the services delineated, or otherwise cause the planning, development, and accomplishment of such services and activities, under the conditions specified and in the manner prescribed in **Attachment I** of this agreement.

B. Requirements of Section 287.058, Florida Statutes:

These requirements are herein incorporated by reference.

C. Final Request for Payment:

1. The recipient must submit the final request for payment to the Alliance no later than September 15, 2004; If the recipient fails to do so, all right to payment is forfeited, and the Alliance will not honor any requests submitted after the aforesaid time period.
2. If the contract is terminated prior to the contract end date of September 30, 2004, then the recipient must submit the final request for payment to the Alliance no more than 45 days after the contract is terminated; If the recipient fails to do so, all right to payment is forfeited, and the Alliance will not honor any requests submitted after the aforesaid time period.

II. The Alliance Agrees:
Contract Amount:

To pay for contracted services according to the conditions of **Attachment I** in an amount not to exceed **\$51,544.00**, subject to the availability of funds. The Alliance's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract. The funds awarded to the recipient pursuant to this contract are in the state grants and aids appropriations and consists of the following:

Program Title	Year	Funding Source	CSFA#	Fund Amounts
Home Care for the Elderly	2003	General Revenue	65001	\$51,544.00
TOTAL FUNDS CONTAINED IN THIS CONTRACT:				\$51,544.00

III. Recipient and Alliance Mutually Agree:

A. Effective Date:

1. This contract shall begin on July 1, 2003 or on the date the contract has been signed by both parties, whichever is later.
2. Delivery of services shall end on June 30, 2004. This contract shall end on September 30, 2004. See Attachment I, Section III.D.

B. Termination, Suspension, and/or Enforcement:

The causes and remedies for termination or suspension of this contract shall follow the same procedures as outlined in Section III. B. and Section III. C. of the Master Agreement.

C. Recipient Responsibility:

Notwithstanding the pass through language contained in Section I.S.1. of the Master Agreement, the recipient maintains responsibility for the performance of all sub recipients in accordance with all applicable federal and state laws.

D. Notice, Contact, and Payee Information:

1. The name, address, and telephone number of the contract manager for the Alliance for this contract is:

Steven Weisberg
 9500 South Dadeland Boulevard, Suite 400
 Miami, Florida 33156
 (305) 679-6500 SC 455-6500

2. The name, address, and telephone number of the representative of the recipient responsible for administration of the program under this contract is:

Louis LaTorre
 Gato Building - 1100 Simonton Street
 Key West, Florida 33040
 (305) 292-4573

3. In the event different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.
4. The name (recipient name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made:

Monroe County Board of Commissioners
Gato Building - 1100 Simonton Street
Key West, Florida 33040

IN WITNESS THEREOF, the parties hereto have caused this 9-page contract to be executed by their undersigned officials as duly authorized.

PROVIDER:

**MONROE COUNTY BOARD
OF COMMISSIONERS**

**ALLIANCE FOR AGING, INC.
FOR DADE & MONROE COUNTIES**

BOARD PRESIDENT OR AUTHORIZED DESIGNEE

SIGNED BY:

Dixie M. Spehar

SIGNED BY:

Steven Weisberg

NAME:

Dixie M. Spehar

NAME:

Steven Weisberg, M. S.

TITLE:

Mayor

TITLE:

President & CEO

DATE:

June 18, 2003

DATE:

7/30/03

FEDERAL ID NUMBER:

59-6000749

PROVIDER FISCAL YEAR ENDING DATE:

09/30

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:

Suzanne A. Hutton
SUZANNE A. HUTTON
ASSISTANT COUNTY ATTORNEY
Date 7/24/03

Camille B. Hutton
L. HUTTON

ATTACHMENT I
HOME CARE FOR THE ELDERLY PROGRAM

I. STATEMENT OF PURPOSE

The Home Care for the Elderly (HCE) Program encourages the provision of care in family-type living arrangements in private homes on a not for profit basis as an alternative to nursing home or other institutional care.

II. SERVICES TO BE PROVIDED**A. Services:**

1. The recipient's service provider application for state fiscal year 2003, and any revisions thereto approved by the Alliance and located in the contract manager's file, are incorporated by reference in this contract between the Alliance and the recipient, and prescribe the services to be rendered by the recipient.
2. Consumers may not be enrolled in a Department of Elder Affairs' state general revenue funded program, including HCE, who are also enrolled in a Medicaid capitated long term care health plan or program. These programs include the Frail Elder Program operated by United Health Care, the Channeling Program operated by Miami Jewish Home and Hospital for the Aged, the Long Term Care Community Diversion Program operating in Planning and Service Areas 7 and 9, and the Program of All Inclusive Care for the Elderly (PACE) program scheduled to begin operation in the Miami-Dade County area.

B. Manner of Service Provision:

The services will be provided in a manner consistent with and described in the recipient's service provider application for state fiscal year 2003 and the Department of Elder Affairs Client Home And Community Based Services Handbook dated 01/03. In the event the manual is revised, such revision will automatically be incorporated into the contract and the recipient will be given a copy of the revisions.

III. METHOD OF PAYMENT

- A. The method of payment in this contract is based on a fixed rate reimbursement for approved services. The recipient must ensure fixed rates include only those costs which are in accordance with all applicable state and federal statutes and regulations and are based on audited historical costs in instances where an independent audit is required. All requests for payment and expenditure reports submitted to support requests for payment shall be on DOEA forms 106H and 105H. Duplication or replication of both forms via data processing equipment is permissible, provided all data elements are in the same format as included on department forms.

- B. The recipient shall maintain documentation to support payment requests which shall be available to the Comptroller, the Department of Elder Affairs, or the Alliance upon request.
- C. The recipient may request a monthly advance for service costs for each of the first three months of the contract period, based on anticipated cash needs. Detailed documentation justifying cash needs for advances must be submitted with the signed contract, approved by the Alliance, and maintained in the contract manager's file. All payment requests for the fourth through the twelfth months shall be based on the submission of monthly actual expenditure reports beginning with the first month of the contract. The schedule for submission of advance requests is **ATTACHMENT II** to this contract. Reconciliation and recouping of advances made under this contract are to be completed by the time the final payment is made. All advance payments are subject to the availability of funds.
- D. Advance funds may be temporarily invested by the recipient in an insured interest bearing account. All interest earned on contract fund advances must be returned to the Alliance at the end of the first quarter of the contract period.
- E. The Alliance shall make payment to the provider for provision of services up to a maximum number of units of service and at the rate(s) stated below:

<u>Service to be Provided</u>	<u>Unit of Service</u>	<u>Unit Rate</u>	<u>Maximum Units</u>	<u>Maximum Dollars</u>
Case Management	1 hour	\$47.855263	76	\$3,637

F. Contract Amendments:

1. The recipient agrees to implement the distribution of funds as detailed in the service provider application and the Budget Summary, **ATTACHMENT III** to this contract. A contract amendment is required to change the total amount of the contract. With written notice to the Alliance's contract manager, funds may be moved from the Case Management budget category to the Subsidies category. The Case Management budget category can not be increased.
2. This contract is for services provided during the 2003/2004 State Fiscal year beginning July 1, 2003 through June 30, 2004, however, the contract is in effect through September 30, 2004 in order to provide for maximization of resources and to allow for greater flexibility to pay for the services rendered by June 30, 2004. Services provided after June 30, 2004 cannot be reimbursed under this contract.
3. The recipient will submit a draft closeout report by August 15, 2004. Any contract amendments after August 15, 2004 determined necessary by the Alliance will be based on the draft closeout reports.

4. The final expenditure report and request for payment will be due to the Alliance no later than September 15, 2004. No expenditure reports or requests for payment will be accepted after September 15, 2004.
- G. Any payment due by the Alliance under the terms of this contract may be withheld pending the receipt and approval by the Alliance of all financial and programmatic reports due from the recipient and any adjustments thereto, including any disallowance not resolved as outlined in Section I.T. of the Master Agreement.

IV. SPECIAL PROVISIONS

A. State Laws and Regulations:

1. The recipient agrees to comply with applicable parts of Rule Chapter 58H-1, Florida Administrative Code promulgated for administration of Sections 430.601 through 430.608, Florida Statutes, and the Department of Elder Affairs Home and Community Based Services Handbook dated 01/03.
2. The recipient agrees to comply with the provisions of Sections 97.021 and 97.058, Florida Statutes, and all rules related thereto in the Florida Administrative Code.

B. Assessment and Prioritization for Service Delivery for New Consumers:

The following are the criteria to prioritize new consumers for service delivery. It is not the intent of the Department of Elder Affairs to remove existing clients from any program in order to serve new clients being assessed and prioritized for service delivery.

1. Priority Criteria for Service Delivery:

- a) individuals in nursing homes under Medicaid who could be transferred to the community;
- b) individuals in nursing homes whose Medicare coverage is exhausted and may be diverted to the community;
- c) individuals in nursing homes which are closing or in receivership and can be discharged to the community; or
- d) individuals whose mental or physical health condition has deteriorated to the degree self care is not possible, there is no capable caregiver and institutional placement will occur within 72 hours.

2. Priority Criteria for Other Assessed Individuals:

The assessment and provision of services should always consider the most cost effective means of service delivery. Functional impairment shall be determined through the department's consumer assessment form administered to each applicant. The most frail individuals not prioritized in the group above, regardless of referral source, will receive services to the extent funding is available.

C. Consumer Information, Registration and Tracking System (CIRTS):

1. The recipient will ensure the collection and maintenance of Home Care for the Elderly (HCE) subsidies and case management information on a monthly basis from the Consumer Information, Registration and Tracking System (CIRTS). Maintenance includes valid exports and backups of all data and systems according to department standards.
2. The recipient must ensure all data for HCE subsidies are entered in the CIRTS by the 15th of each month. HCE subsidy data entered into the CIRTS by the 15th of the month will be for payments incurred between the 16th of the previous month and the 15th of the current month. Case management data entered into the CIRTS by the 15th of the month will be for units of service provided during the previous month from the 16th and up to and including the 15th of the current month or case management units of service may be entered according to the recipient schedule, in aggregate on the 31st or daily, weekly or monthly.
3. The recipient will ensure data entry for HCE subsidies will cease on the 15th of the month and the CIRTS Monthly Service Utilization Report, by consumer and by worker identification is run.
4. The recipient will ensure the Monthly Utilization Report, by consumer and by worker identification is verified, corrected, certified no later than the 20th of the month in which the report is generated.
5. The recipient will ensure caregivers determined eligible for the HCE basic subsidy after the 15th of a month, will be processed to begin eligibility for the HCE basic subsidy on the 1st day of the next month.
6. The Alliance will reconcile and verify the CIRTS data prior to payment for HCE basic and special subsidies and case management.
7. The Alliance will reconcile and verify the CIRTS data prior to payment for HCE basic and special subsidies and case management.

ATTACHMENT II
HOME CARE FOR THE ELDERLY PROGRAM

CONTRACT REPORT CALENDAR

<u>Report Number</u>	<u>Based On</u>	<u>Submit to the Alliance on This Date</u>
1	July Advance *	July 1
2	August Advance *	July 1
3	July Expenditure Report	August 10
4	August Expenditure Report	September 10
5	September Expenditure Report	October 10
6	October Expenditure Report	November 10
7	November Expenditure Report	December 10
8	December Expenditure Report	January 10
9	January Expenditure Report	February 10
10	February Expenditure Report	March 10
11	March Expenditure Report	April 10
12	April Expenditure Report	May 10
13	May Expenditure Report/July Advance Reconciliation **	June 10
14	June Expenditure Report/August Advance Reconciliation **	July 10
15	Draft Closeout Report	August 15
16	Final Expenditure and Request for Payment Report	September 15
17	Closeout Report	September 15

Legend: * Advance based on projected cash need.

 ** Submission of expenditure reports may or may not generate a payment request. If final expenditure report reflects funds due back to the Alliance, payment is to accompany the report.

Note # 1: Report #1 for Advance Basis Contracts cannot be submitted to the Alliance prior to July 1 or until the contract with the Alliance has been executed. Actual submission of the vouchers to the Department of Elder Affairs is dependent on the accuracy of the expenditure report.

Note # 2: The last three months of the recipient's fiscal reports covering actual expenditures should reflect an adjustment repaying advances for the first three months of the contract.

07/01/2003

Contract Number KH 372
ATTACHMENT III
HOME CARE FOR THE ELDERLY PROGRAM

BUDGET SUMMARY

1. Case Management	\$ 3,637.00
2. Subsidy Payments ¹	<u>\$47,907.00</u>
3. Total	\$51,544.00

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¹ All subsidy payments are made by the Alliance, on behalf of the recipient, to eligible caregivers after proper verification in CIRTIS for any given month during which service was provided to a homebound HCE elder consumer.